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IPHD COMPREHENSION EXAMINATION Format and Process

1. **Examination committee:** Each area should have an exam committee of at least five members responsible for writing the questions and grading the answers. This means that Marketing, Strategy, and Management should each have a committee for the student taking the exam.
2. **Areas to be examined:** Each student will be examined on two areas: theories and research methods. The theories exam covers substantive courses, while research methods include general statistical methods, research methodology and design, as well as specific methods. Contents and topics of each exam are based exclusively on related required courses (both program and area courses).
3. **Reading list:** Each student should prepare a reading list based on courses taken from each exam area. The exam committee should review this reading list and provide additional readings that are necessary for the student to gain the basic knowledge in that area.
4. **The exam questions:** As a rule of thumb, each required course should have one question, and each exam (theories and research methods) consists of two to four questions, depending on the required courses covered. In designing the exam questions, the committee can seek input from the faculty members who have taught courses in the relevant subject areas.
5. **Preparation:** The exam committee should write one or two practice questions in each area for the students to prepare and to receive feedback on their practice questions.
6. **Actual exam date:** The exam will take place in Mid April. There should be a common date for all students.
7. **Exam format:** The exam will take place over two days for seven hours each day. The first day covers theories, and the second day research methods. Each department can have some flexibility in when to give students a day in between. It will be an open book open notes exam. Students should write original answers and not cut and paste from existing notes.
8. **Interview or oral exam:** The interview should be within one week of the written exam. The purpose is to clarify answers on the questions and to explore further the student's knowledge of the subject matter. All 5 committee members have to sign on the PKU Recording Form Comp. Exam.
9. **Grading the exam:** Each exam will be graded separately, there will be one grade for each exam. The exam committee members will grade the answers independently and meet to discuss the performance, within one week of the completion of the exam. *All committee members should*

